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LaserWriter 12/640 PS: Printing 2-sided Letterhead Paper (9/96)

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Security: Everyone

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TOPIC -----

I am using letterhead stationary with a LaserWriter 12/640 PS printer. I have the duplexer installed, and sometimes need to print on both sides of the letterhead stationary. When I do, the letterhead ends up at the top of page 2 instead of page one. How can I get the letterhead on page one?

DISCUSSION -----

When printing using the Duplex Printing Unit to print on both sides of the page, the printer is designed to print in the reverse order. For example, a two page document prints page 2, then page 1. Four page documents print in the following order; page 2, page 1, page 4, then page 3.

When printing letterhead, position the paper so the letterhead is facing down and towards the back of the printer. This makes the letterhead appears on the top of the first page, instead of page two.

If you print both single-sided and double-sided documents, you can use the built-in multipurpose tray, you should use the 250-sheet cassette for single-sided paper, and the Multipurpose tray for double-sided.

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